

Filing a Weekly Claim for Unemployment Benefits

You must log in through NEworks at https://neworks.nebraska.gov to complete the weekly unemployment claim process.

NOTE: This document assumes you have already created a registration and online resume in NEworks. If you have not done so, you will be prompted to complete these steps. For instructions on registering through NEworks, please refer to the "Registering in NEworks and Filing an Initial Claim" handout, steps 1-10 only.

Step 1: Go to the NEworks home page and click the "UNEMPLOYMENT" button.



Step 2: On the next screen, choose "File or Manage a Claim."

Get Information

Unemployment benefits are paid from the Nebraska State Unemployers. No deductions are taken from employees' payche eligibility requirements as defined in the Nebraska Employme unemployment benefits, including how to apply, qualify and re



File or Manage a Claim

Prior to filing an unemployment insurance claim, you must rewide filing, make sure to provide accurate employment infor regarding your eligibility and additional instructions will be ma available online at dol.nebraska.gov.

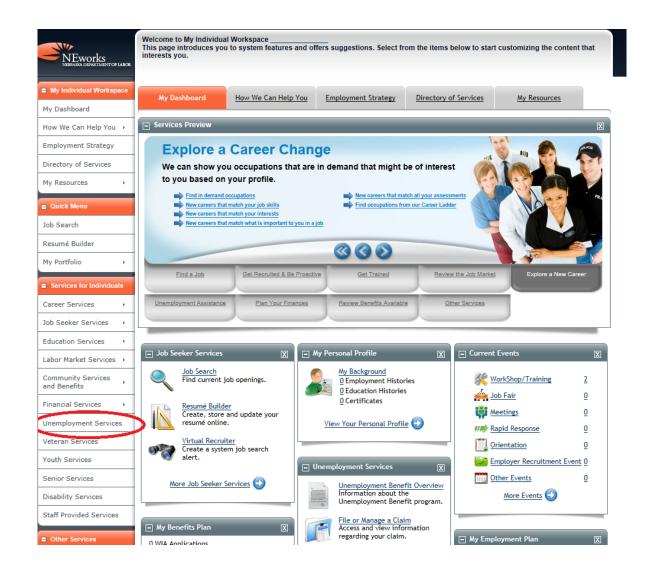
Report Unemployment Insurance Fraud

Unemployment fraud is when anyone receives unemploymen include returning to work full-time but continuing to receive ur

Step 3: You will then reach the sign-in page. **Since you are a recent, previous user of NEworks**, go to Option 1 and log in with your user name and password. If you forgot your user name or password, click the link below the password field – "Retrieve User Name or Password." Take note of your user name and password for future use.



Step 4: After you have logged in, you will be directed to your dashboard. Choose "**Unemployment Services**" from the left menu.



Step 5: Choose "File a Weekly Claim for Benefits."

Please select from the Unemployment Services options listed below.



<u>Unemployment Benefit Overview</u> - Information on the Unemployment Benefits program including how you qualify for benefits.



<u>File a New Unemployment Claim</u> - File your initial Unemployment Claim.



<u>File a Weekly Claim for Benefits</u> - Submit your weekly request for benefit payment.



Reopen an Existing Claim - If you have not submitted a weekly claim in more than two weeks or you reported earnings greater than your weekly benefit amount last week



<u>Update Contact Information</u> - Review and update name, address, phone or email.



<u>Change Payment Method</u> - You may opt to receive payments through debit card or direct deposit.



 $\underline{\text{View Tax Form 1099-G}}$ - $\overline{\text{View and print your IRS income}}$ tax information.



<u>View Payment Information</u> - View payment history and claim balance. Payments are usually available 2 business days after the payment date indicated.



Resume Builder - To create an online, active resume to meet eligibility requirements.



Work Search Log - If required, record your work search contacts for the current calendar week.



Employment Strategy - View a custom employment strategy just for you.



Repayment of Benefit Overpayment - To repay overpayments of Unemployment Insurance benefits online.



<u>Change Federal Withholding</u> - You may opt to have 10% of your weekly payment amount withheld for federal income tax.



File an Appeal - Request a hearing if you disagree with a written determination that you have received.

Step 6: From this menu, choose "FILE WEEKLY CLAIM FOR BENEFITS."

Unemployment Benefits	
Choose an option below:	
UNEMPLOYMENT SERVICES MENU	 Change Your Contact Information Create Your Resume Search for Jobs
WEEKLY ACTIVITIES:	
WORK SEARCH LOG	If required, record your work search contacts for the current calendar week.
FILE WEEKLY CLAIM FOR BENEFITS	Submit your weekly request for benefit payment.
FILE A CLAIM:	
FILE A NEW UNEMPLOYMENT CLAIM	File your initial Unemployment Claim.
REOPEN AN EXISTING CLAIM	If you have not submitted a weekly claim in more than two weeks or you reported earnings greater than your weekly benefit amount last week.
CLAIM INFORMATION:	
VIEW PAYMENT INFORMATION	View payment history and claim balance. Payments are usually available 2 business days after the payment date indicated.
REPAYMENT OF BENEFIT OVERPAYMENT	Coming Soon: To repay overpayments of Unemployment Insurance benefits online.
CHANGE PAYMENT METHOD	You may opt to receive payments through debit card or direct deposit.
CHANGE FEDERAL WITHHOLDING	You can opt to have 10% of your weekly payment amount withheld for federal income tax.
VIEW TAX FORM 1099-G	View and print your IRS income tax information.
APPEAL A DETERMINATION:	
FILE AN APPEAL	Request a hearing if you disagree with a written determination that you have received.

LOG OFF

Step 7: Continue through the remaining screens to complete the filing of your weekly claim, including the work search log if you did not complete this step during the benefit week. You will know that your weekly claim has been submitted when you receive a confirmation number.

Example below:

Confirmation Number: W2015060215283053037

If you need general information about filing for unemployment insurance benefits, go to dol.nebraska.gov and click Unemployment.